



The Superior Court of California, County of Riverside is seeking a self-motivated, energetic, professional to serve as a **Court Principal Fiscal Analyst**

- COMPENSATION:** \$2,233.13 - \$2,929.93 bi-weekly
Depending on qualifications, candidates exceeding the minimum requirements may be approved for placement at a higher hourly rate within this range.
- FILING DEADLINE:** Open until filled
- LOCATION:** Riverside
- THE POSITION:** The Principal Fiscal Analyst position is the highest fiscally technical level in the Management Analyst series. Under general direction, this position oversees the management of the collection, interpretation and analysis of financial data for comprehensive reports and surveys, coordinates the implementation of new or amended fiscal policy impacted by new legislation, and performs other duties as required.
- This position is distinguished from the Management Analyst series in that the latter is not assigned full responsibility for capital project oversights and does not have the same highly technical level and scope of responsibility.
- THE ORGANIZATION:** The judiciary of the Superior Court of California, County of Riverside, includes 49 judges and 20 commissioners. Over 900 employees provide administrative and clerical support to the Court, thus ensuring the efficient operation of the judicial system in Riverside County.

"Leading Justice into the Future"

Riverside Superior Court is a unified trial court system that operates under a single administration, mission, and vision.

Our goals are to provide: Quality of Justice; Service to the Public; Modernization; Case Management; and Court Security. Our vision is to provide everyone with equal and convenient access to efficient, professional public service; to provide a safe environment where court users and personnel can conduct their business with a staff known for expertise, esprit de corps, and commitment to ensuring public trust and confidence in the judicial system.



Superior Court of California
County of Riverside

EMPLOYMENT OPPORTUNITY

Court Principal Fiscal Analyst

Recruitment No. 2007-F085

MINIMUM
QUALIFICATIONS:

Experience: Four years of progressively responsible experience in finance or budgeting, which included responsibility for the following: fiscal research and analysis, accounting, auditing responsibilities, development of fiscal policies and procedures, budgetary development and control and fiscal reporting.

Education: Graduation from a recognized college with a minimum of a Bachelor's degree with major coursework in finance, public sector budgeting, or a closely related field. Masters preferred. *(Please submit a copy of your transcripts with your application materials.)*

License/Certificate: Possession of a valid California Driver's License may be required.

Knowledge of: Principles and practices of fiscal management, including accounting and auditing methods; qualitative and quantitative data analysis methods; thorough knowledge of the principles, practices and techniques of public administration applicable to public policy/budget development; project management techniques; verbal and written presentation methods and techniques; and problem solving techniques. **Highly desirable:** Knowledge of trial court services and operations; function and structure of the judiciary; laws, rules, procedures and legal terminology related to management of court services and operations.

Ability to: Effectively and accurately perform a variety of fiscal duties; research, compile, analyze and summarize varied fiscal data and information; make sound and objective decisions; evaluate program procedures and effectiveness; communicate effectively, in both verbal and written form; interpret, explain and apply laws, rules and regulations related to finance; analyze complex budgets; set priorities and meet critical deadlines; work independently; manage time in a heavy work schedule; establish and maintain effective working relationships with people contacted in the course of work; and facilitate effective implementation of goals and objectives.

SUPPLEMENTAL
QUESTIONS

This supplemental questionnaire is intended to assist in evaluating the candidate qualifications. Please respond to all questions on an 8-1/2 x 11-inch white paper and attach to your application.

1. List the experience that qualifies you for the position, including the length of time.
2. List any education that qualifies you for this position. *(Please submit a copy of your transcripts with your application materials.)*
3. Describe your experience in the following areas. List job title and length of time.
 - a. Preparing and reviewing financial data for comprehensive reports and surveys.
 - b. Preparing statistical reports, study findings and recommendations for action.
 - c. Development of fiscal policies and procedures, budgetary development and control and fiscal reporting.
 - d. Analyzing the effect of legislation on the fiscal operations of government programs.
4. Describe your knowledge and experience of principles and practices of fiscal management including accounting, auditing methods, qualitative and quantitative data analysis methods.
5. Describe your knowledge and experience with trial court services or other similar government agency.

PHYSICAL DEMANDS: Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

HOW TO APPLY:

Applicants must complete and submit a Superior Court of California, County of Riverside application and supplemental questionnaire. Application materials can be obtained in person at 4050 Main Street, Lower Level, Riverside, CA 92501, by phone at (951) 955-8181, by e-mail at hrcourt@riverside.courts.ca.gov, or on the internet at <http://www.riverside.courts.ca.gov>. Completed application materials may be submitted in person, by e-mail, by County mail at stop 1414, or mailed to: Superior Court of California, County of Riverside, Attn: Human Resources, 4050 Main Street, Lower Level, Riverside, CA 92501.

BENEFITS:

Retirement: Court pays to Public Employee's Retirement System (PERS) equal to 8% salary. Retirement formula is 3% at 60 modified for Social Security. Retirement amount: The highest 12-month period earning level is used to determine the retirement benefit amount.

Deferred Compensation Plan: Court contributes \$50.00 per pay period to a 401A plan. There are two 457 voluntary enrollment plans available: Nationwide Retirement Solutions and VALIC.

Annual Leave: New employees accrue annual leave (ANU) at a rate of 8.92 hours per pay period. In the fourth year (6,241 hours of service), ANU increases to 10.46 hours per pay period. After 10 years (18,721 hours of service), ANU increases to 12 hours per pay period.

Holidays: The Superior Court observes all state holidays. Holidays are: New Years Day, Martin Luther King Jr. Day, Lincoln's Birthday Day, President's Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving, and Christmas Day.

Medical / Dental Insurance: Choice of several medical and dental plans within flexible benefits program. The Court contributes an amount each month which is determined by the "Type of Enrollment" as specified below, on behalf of each regular employee in paid status, who is enrolled in one of the medical and hospital plans provided by the Court's Health Benefit Administrator:

Employee Only - \$495.00
Employee Plus One - \$620.00
Employee Plus Two or More (Family) - \$745.00

Employees may waive the Court-offered Medical and Hospital Plan if they provide proof of other current "group" health plan coverage. The Court contributes a maximum of \$128.00 per month on behalf of each regular employee in paid status.

Vision Plan: Court paid Vision Service Plan (VSP) for employee and family. Enrollment automatic.

Long Term Disability: 30 day waiting period, pays 66.67% of hourly salary to \$6,000.00 monthly to age 65.

Life Insurance: Court pays for \$50,000.00 basic life insurance policy. Additional supplemental coverage may be purchased.

Bereavement Leave: Five days; 3 days paid by the Court, 2 days taken from leave balances (e.g. annual leave or holiday leave).

Scheduled Salary Increases: Effective January 31, 2008, a 2.5% base wage increase. Effective January 29, 2009, a 4.0% base wage increase

Benefits will be reduced for an employee working less than full time.

Assigned Recruiter: Shannon Minter

GENERAL EMPLOYMENT INFORMATION

The provisions of this announcement do not constitute an implied or expressed contract, and any provisions contained in this announcement may be modified or revoked at any time. The requirements stated on the reverse represent only the minimum required to file an application. Meeting the listed requirements does not guarantee an interview. Equal Opportunity: Superior Court makes all appointments without regard to age, race, sex, religion, creed, ethnicity, disability, marital status, or sexual orientation. Applicants with Disabilities: Reasonable accommodations will be made so applicants with disabilities may participate in the recruitment process. Advise Superior Court Human Resources of special needs in advance.

Human Resources Office: The Superior Court Human Resources Office is located at 4050 Main Street, Lower Level, downtown Riverside.

Hours of Operation: The Human Resources Department is open to the public, Monday through Friday, from 8:00 a.m. to 5:00 p.m. except for Court holidays.

Mailing Address: Superior Court of California, County of Riverside, Human Resources Department, 4050 Main Street, Lower Level, Riverside, CA 92501, Attn: Human Resources.

Phone Numbers: The business office phone number is (951) 955-5557. The 24-hour job line is (951) 955-8181. The fax number is (951) 955-1498.

Website: Job opportunities are listed on the Superior Court website at: <http://www.riverside.courts.ca.gov>. The application form is available at this site in Adobe PDF and MSWord format.

Employment Applications: Applications must be legible, complete and signed to include any required certificates, forms, transcripts or Supplemental Application Forms.

Application Filing Deadlines: The Human Resources Department must receive all applications materials by 4:00 p.m. on the filing deadline date stated on the reverse. Postmarks are not accepted. Faxed applications are not accepted. If a filing deadline is not stated, applications will be accepted on a continuous basis and subject to closure without advance notice. To receive full consideration, applications should be filed promptly.

Application Information Change(s): Applicants are responsible for submitting changes in their application information such as address or phone number changes in writing.

Class Specification: For a complete class specification for this position, contact the Court Human Resources Department.

Eligibility Lists: After successfully completing the entire recruitment process, candidates will have their name placed on an Eligible List. Placement on the Eligible List does not guarantee selection. When vacancies occur, the Eligible List is sent to appropriate Court divisions for selection.

Documentation: Federal law requires that all persons selected for employment complete and sign a form (INS-9) verifying the legal right to work in the United States.

Medical Examination: Employment is contingent upon successfully passing a job-related, pre-employment medical examination, which will include drug and alcohol testing.

Background Investigation: Superior Court employees shall be subject to a background investigation and fingerprinting. Convictions, depending upon the type, number, and recency, may be disqualifying.

Work History: False statements or omission of facts regarding background or employment history may result in either disqualification or dismissal.

Employee Status: Employees in this classification serve a 2,080-hour probationary period and are governed by the Superior Court of California, County of Riverside, Human Resources Department Policies.

Work Week: Typical schedule is a 40-hour work week, Monday through Friday. Employees are paid bi-weekly on Friday.